



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR HUMANITARIAN AID AND CIVIL PROTECTION (ECHO)

Central & Eastern Europe, Caucasus, Central Asia, Mediterranean & Middle East Region

ECHO Regional Support Office in Amman - Jordan

VACANCY ANNOUNCEMENT – Programme Officer

The European Commission's Humanitarian Aid and Civil Protection Office (ECHO), funds relief operations for victims of natural disasters and conflicts outside the European Union. For humanitarian aid, the Commission works with about 200 operational partners, including United Nation agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO is seeking to hire a Programme Officer in **Damascus, Republic of Syria**. The candidate needs to possess the following qualifications:

- University degree from a recognized university preferably in International Relations / Political Science / Economics & Development studies
- Minimum eight years of relevant professional experience, preferably in humanitarian activities and/or development activities with international organizations or highly reputed Non Governmental Organizations.
- Ability to travel on regular project monitoring visits
- Ability and willingness to work in a multi-cultural environment
- Proficiency in Arabic and English and ability to communicate and draft reports in both languages; French would be an asset
- Proficiency in Computer application (Word, Excel, Access, Outlook)
- Good knowledge of Programme Cycle Management (PCM) or experience in project management
- Ability to work in the field with implementing partners and to communicate with beneficiaries.
- Ability to work under pressure, autonomy, initiative, independent and to set-up priorities.

Other desirable qualifications:

- (1) Knowledge of humanitarian issues.
- (2) Ability to travel, when needed, to respond to an emergency in an unsecure settings

The Programme Officer will carry out activities such as:

- Situation assessments
- Analysis of ECHO-partners proposals
- Independent monitoring, evaluation and coordination of projects
- Undertake field monitoring missions
- Reporting and Programme administration
- Liaising with partners in an advisory capacity, local authority and institutions
- Actively participate in meetings
- Carrying out office management, travel coordination, information-flow management, administration and financial duties when required

Applications including cover letter, detailed CVs, academic & **employment certificates** of the interested candidates should be marked REF: PROGRAMME OFFICER – DAMASCUS and sent by email to echo.amman@echofield.eu until 15/9/2012 midnight LT Damascus at the latest

Only the short-listed candidates will be contacted.

Any form of canvassing, soliciting or influencing will be treated as a disqualification.